

INSTRUCTIONS FOR COMPLETING DD FORM 2051**GENERAL NOTE FOR PERSONNEL PREPARING OR PROCESSING THIS REPORT**

Coding must be as indicated in the instructions. Noncompliance with the coding instructions contained herein will make the organization that fails to comply responsible for required concessions in data base communication.

SPECIFIC INSTRUCTIONS

SECTION A - TO BE COMPLETED BY THE INITIATING GOVERNMENT ACTIVITY	SECTION B - (Continued)
<p>Item 1. Self-explanatory.</p> <p>Item 2. Mark the type of code being requested.</p> <p>a. Type A - Manufacturers Code, which is used in the Federal Catalog System to identify a certain facility at a specific location that is a possible source for the manufacture and/or design control of items cataloged by the Federal Government; or,</p> <p>b. Type F - Non-manufacturers Code, which is required for identifying an organization/function in MILSCAP. These are assigned to contractors that are non-manufacturers or that are manufacturers not qualifying for a Type A Code.</p> <p>Item 3. If applicable, enter the exception DoD Activity Address Code for the Servicing Contract Administration Office (CAO) or ADP point.</p> <p>Item 4. Self-explanatory.</p>	<p>Item 9. A small disadvantaged business concern is defined in Section 19.001 of the Federal Acquisition Regulation.</p> <p>Item 10. Enter the number of employees. This number should include the employees of all affiliates.</p> <p>Item 11. A women-owned business concern is defined in Section 52.204-5 of the Federal Acquisition Regulation.</p> <p>Item 12. The SIC Code is a Government Index that is used to identify business activity and that indicates the function (manufacturer, wholesaler, retailer, or service) and the line of business in which the company is engaged. If multiple SIC Codes apply, indicate the primary first, then next important, etc.</p> <p>Item 13. Self-explanatory.</p> <p>Item 14. Self-explanatory.</p> <p>NOTE: When any future changes are made to the coded facility (e.g. name change, location change, business sold, or operations discontinued), written notification stating the appropriate change should be sent to:</p> <p>Commander Defense Logistics Services Center ATTN: DLSC-SBB Federal Center 74 North Washington Battle Creek, MI 49017-3084</p>
<p>SECTION B - TO BE COMPLETED BY THE FIRM TO WHICH THE CODE WILL BE ASSIGNED</p> <p>Item 5.a. and b. Self-explanatory.</p> <p>c. If a CAGE Code (Type A or Type F) was previously assigned, enter it in this block.</p> <p>Item 6. Self-explanatory.</p> <p>Item 7. If a block other than "None" is marked, identify the Parent company by a (P) beside the firm name.</p> <p>Item 8. Self-explanatory.</p>	

ADDITIONAL INSTRUCTIONS

Offerors must obtain a Contractor Identification Number—Data Universal Numbering System (DUNS). To obtain a DUNS number call 1-800-333-0505. The offeror should be prepared to provide the following information:

- 1) Company name
- 2) Company address
- 3) Company telephone number
- 4) Line of business
- 5) Chief Executive Officer or key manager
- 6) Date the company was started
- 7) Number of people employed by the company
- 8) Company affiliation

After the DUNS number is received, the offeror **MUST** register in the Central Contractor Registration (CCR) database. Instructions for registering in CCR are at <http://www.ccr2000.com/>

After you provide evidence that you have registered in CCR, the contracting officer will request a Commercial and Government Entity (CAGE) code. Offerors must complete section B of the attached DD Form 2051 and return it with their resume and Certifications and Representations. NOTE: Only the Government may submit the request for your CAGE code. Requests by offerors will not be honored.

Individual offerors must also provide a Taxpayer Identification Number (TIN) or Social Security Number.